Creating a New Degree/Certificate Proposal, Part 1

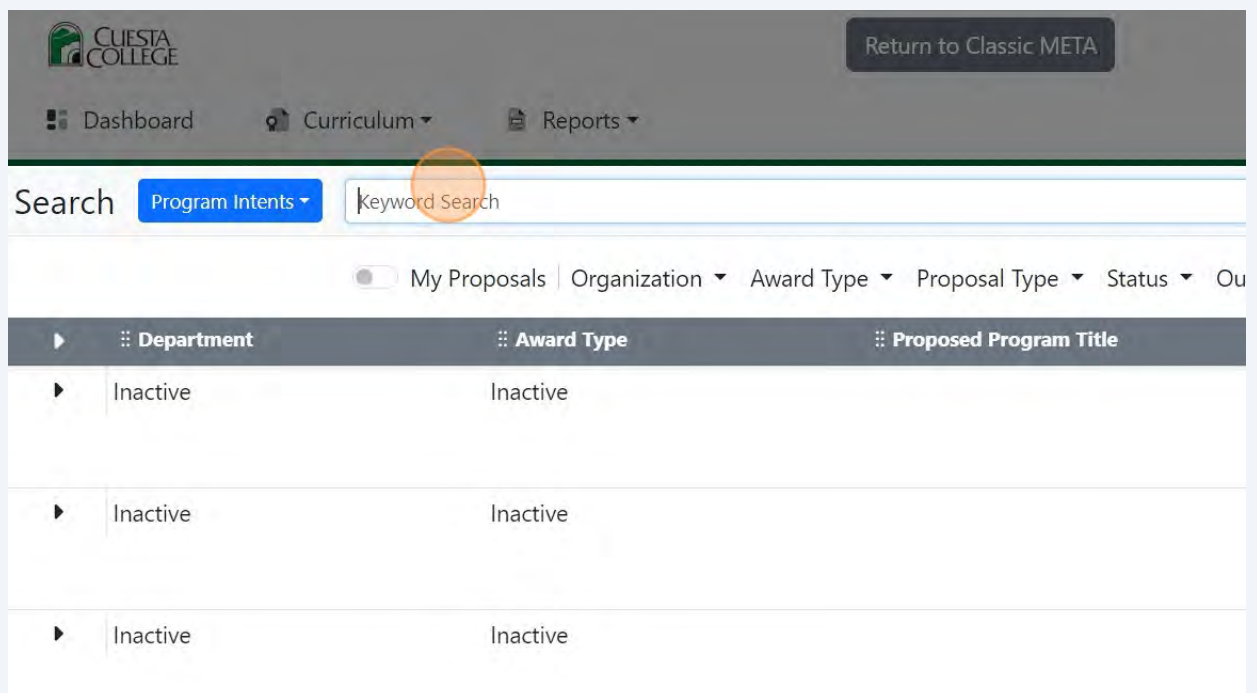**1** Navigate to **https://cuesta.curriqunet.com**

2 Click "Curriculum"
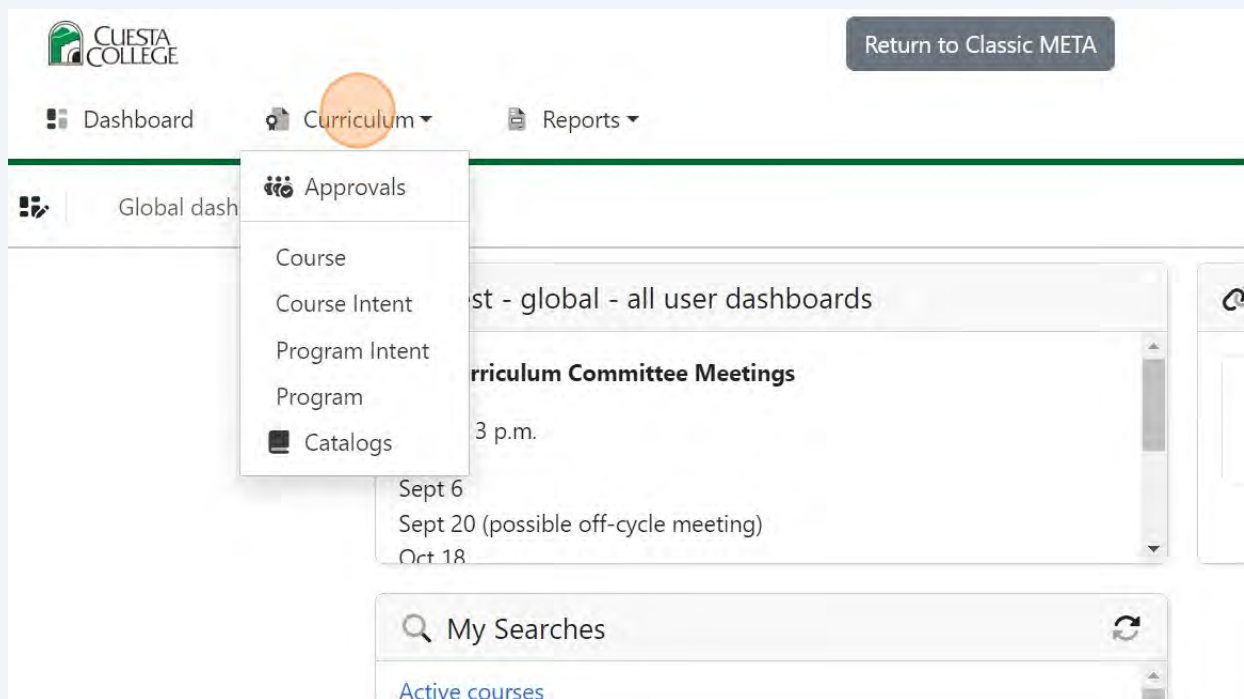
3 Click "Program Intent"
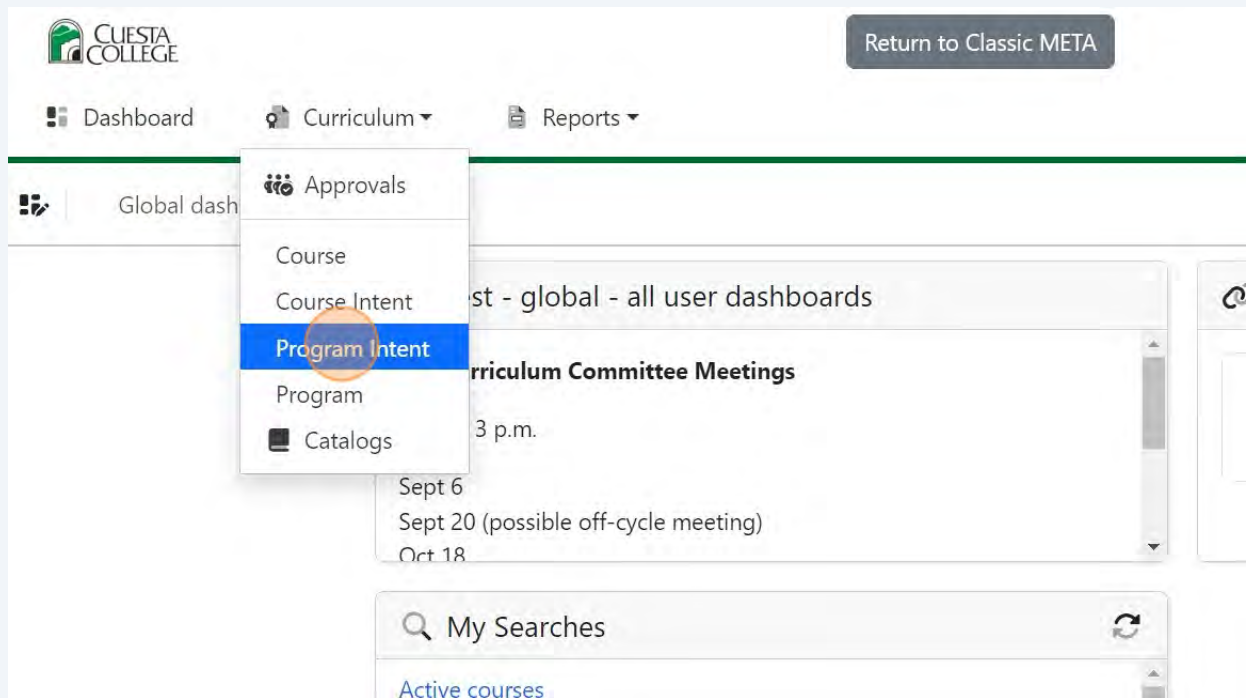
4 Search for the desired proposal that has gone through the Notice of Intent dean preapproval process

5 Click "Clone"

:: Proposed Program Title	:: Proposal Type	:: Status
Ethnic Studies for Educators	NOI - New Program Proposal	⊘ Draft
		Clone Delete Reports ▾
Ethnic Studies for Educators Certificate of Achievement	NOI - New Program Proposal	✓ Active
		Modify Clone Deactivate Reports ▾
Social Justice: Ethnic Studies	NOI - New Program Proposal	⊘ Draft
		Clone Delete Reports ▾

6 Select proposal type.

Proposal

al Type

nistrative Services   ⌄

Create   Cancel

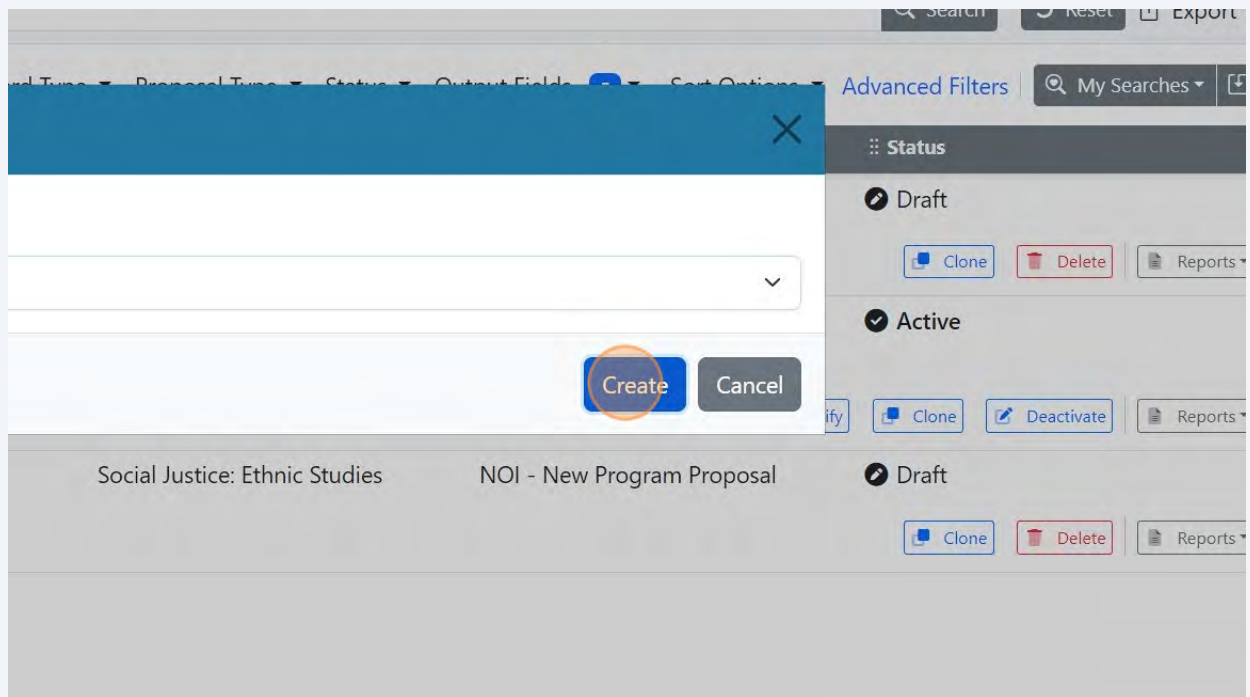| Status |
|---|
| ⊘ Draft |
| Clone |
| ✓ Active |
| Clone |
| ⊘ Draft |
| Clone |

ciate in Arts for Transfer   Social Justice: Ethnic Studies   NOI - New Program Proposal
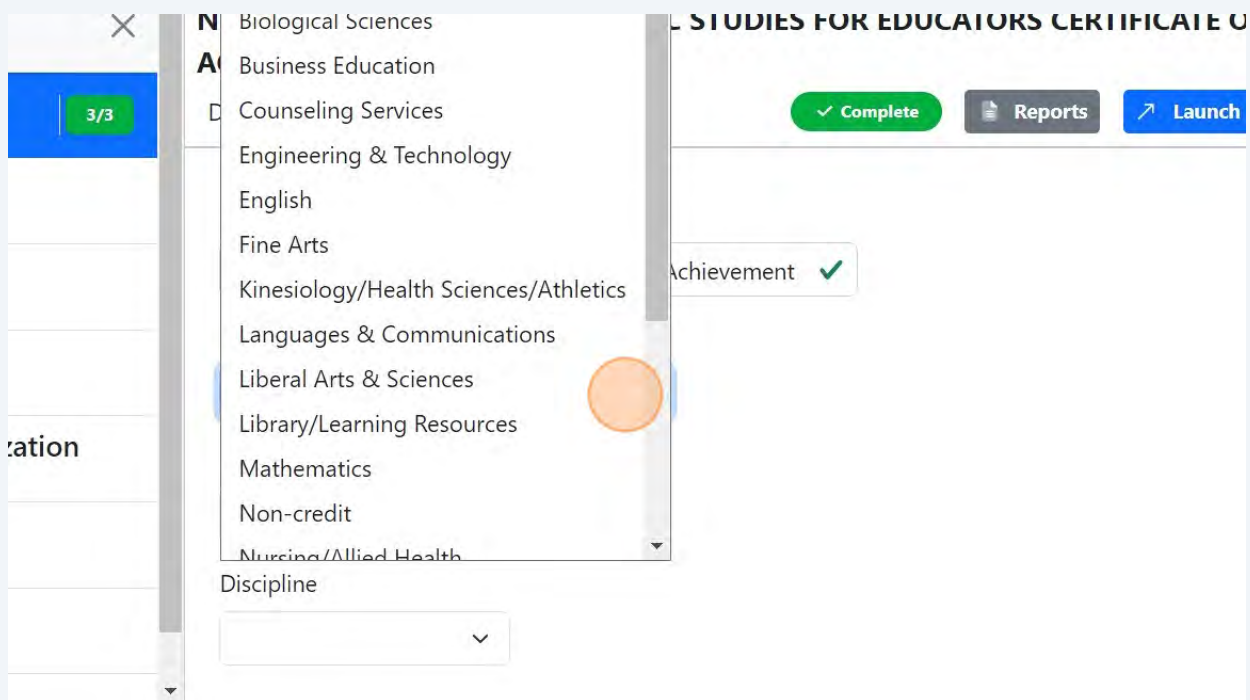
rams

ministrative Services

w Degree/Certificate

7 Click "Create"

8 Select Division.

9 Program Description should be prepopulated from the Notice of Intent for New Program

10 Fill in the "Justification for Proposal" field if appropriate.

11 Fill in the "Career Opportunities" field.

Degree/Certificate: Ethnic Studies for Educators

Status: Draft

Remaining Launch Requirements: 0

Launch

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Justification for Proposal

New certificate for those interested in teaching.

Career Opportunities

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12 Select from Program Credit Status dropdown.

gree/Certificate: Ethnic Studies for Educators

us: Draft

Remaining Launch Requirements: 0

Launch

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Information   3/3

ments List

ment

ng

Career Opportunities

Teacher

Program Credit Status

with * are required

13 Click "Co-Contributor"

14 Select co-contributor(s) if desired.

15 Narrative is partially pre-populated from the Program Notice of Intent and partially completed by the curriculum coordinator with input from faculty to be used when filing with the Chancellor's Office.

16 See Part 2 in Training Documents on how to complete the remainder of the tabs for a new program proposal.